

When is a subdivision required?

A subdivision plat is required when an owner of land located within the Corporate City Limits, or Extraterritorial Jurisdiction (ETJ), divides a lot, tract or parcel into two or more parts for the purpose of immediate or future sale, development, dedication of new public improvement, or a change in an existing public improvement.

The following shall not require a subdivision:

- The division of land into parts greater than five acres each, each part having access, where no public improvement is dedicated.
- The acquisition of land by the City or County for public facilities.
- Any division of a previously platted lot, zoned for commercial, manufacturing or industrial uses, which is developed as a Commercial Unit Development (CUD).
- Any division of previously platted lots where rights-of-way, easements, drainage patterns or quantities are unchanged, and where no panhandle lots or lots without access are created.
- Any division of property by will or intestacy providing that all parts of the property have access.
- The acquisition of land by a public utility for the purpose of providing or housing needed infrastructure in order to provide utility service.

Why is subdivision platting required?

- To regulate subdivision development and to implement planning policies.
- To implement plans for orderly growth and development within the City's boundaries and ETJ.
- To ensure adequate provision for streets, parks, schools, open space, and other facilities for the community.
- To protect future purchasers from inadequate policy and fire protection.
- To provide for the adequate extension of utility services such as water, sewer, electricity and gas.
- To insure sanitary conditions and other governmental services.
- To provide a land registration system.



City of El Paso

LAND DEVELOPMENT INFORMATION SERIES

SUBDIVISION **PROCESS**



Planning, Research
& Development Department

Who approves a subdivision?

The municipal authority charged with the duty to approve subdivisions is the El Paso City Plan Commission (CPC). As part of the subdivision platting process, applications are reviewed thoroughly by the Subdivision Coordinating Committee (SCC) and the Development Coordinating Committee (DCC). Recommendations are then submitted to CPC for final determination. CPC is obligated to approve a subdivision if:

- It conforms to the Comprehensive Plan of the City, particularly to current and future public infrastructure (e.g., streets, public utilities, parks);
- It conforms to the locally adopted subdivision regulations.

What are the subdivision classifications?

Minor Subdivision: It is a plat of a tract of land involving four or fewer lots with access and served by existing utility services.

Major Subdivision: It is a plat of a tract of land not otherwise classified as a minor or amending subdivision.

Amending Subdivision: It is a plat of a tract of land that is controlling over the preceding plat without vacation of that plat and is generally intended to correct a minor error shown on the preceding plat.

What are the requirements for residential replats?

If an area is proposed to be resubdivided and was, within the immediately preceding five years, limited to a residential use of not more than two units per lot; then, public notification of the CPC meeting will be required. Notice is required to owners of all lots, in the immediately preceding subdivision, that are within 200 feet of the lots to be resubdivided.

What is the subdivision process?

A subdivider may request a pre-application conference with SCC to determine which approvals are required, and which subdivision classification is most appropriate. A sketch plat of the proposed subdivision will be necessary for presentation at the pre-application conference. Upon receipt of a subdivision application, SCC shall determine whether or not the application meets all the content requirements of the subdivision regulations.

An application not meeting the content requirements shall be returned to the subdivider within five working days following the date of submittal for review of application completeness.

Copies of the proposed subdivision shall be distributed to SCC for review and comments and shall then be scheduled before DCC for a recommendation. The recommendation of DCC shall be presented before a scheduled hearing of CPC. Action by CPC shall be taken within 30 days following filing of the application.

After final approval of the subdivision improvement plans by the Deputy Director for Engineering, the subdivision shall be officially recorded at the Office of the County Clerk.

What documentation is required to be submitted with a subdivision application?

A subdivision application shall include, at a minimum, all the following:

- A completed application form.
- 25 copies of the proposed plat, prepared by a registered surveyor.
- Certificate or title identifying the owners of the property to be subdivided.
- Processing fee as established by City Council.
- Written justification for any modifications being requested.
- Engineering Reports for areas located in a floodplain and/or ETJ, as applicable.

What are the subdivision application fees?

• Major Preliminary	\$399.70
• Major Final	\$171.30
• Major Combination	\$456.80
• Minor Subdivision	\$285.50
• Resubdivision Preliminary	\$142.75
• Resubdivision Final	\$142.75
• Resubdivision Combination	\$285.50
• Amending Subdivision	\$285.50

Is there a parkland dedication requirement?

All subdivisions located within the corporate limits are required to provide for the parkland needs of the community, either through parkland dedication or payment of fees in lieu of parkland dedication. The requirement is based on the total number of dwelling units per acre for residential subdivisions, or the gross acreage for non-residential subdivisions. The Director of the Parks and Recreation Department is charged with making recommendations to CPC on this requirement.

Subdivision Process

